

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3249

**TITLE:** HEARING OFFICER

**GRADE:** S-23

**DEFINITION:**

Under supervision, to conduct informal hearings on certain complaints brought to the attention of the Court; and to do related work as required.

**TYPICAL TASKS:**

Plans and conducts hearings involving alleged juvenile offenses, petty crimes and traffic violations;

Works out disposition of complaint cases to mutual agreement of complainants and offenders;

Conducts pre-trial conferences concerning custody and visitation rights of separated couples' children;

Conducts hearings to work out support payments of aged parents by a responsible relative;

Supervises the preparation of consent orders;

Arranges for formal Court hearings if needed;

Supervises writing of reports and other required paper work.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the procedures of the Juvenile and Domestic Relations Court;

Knowledge of Federal, State and local juvenile and domestic relations laws;

Ability to supervise;

Ability to speak and write effectively;

Ability to develop and maintain effective working relationships with a variety of individuals.

**EMPLOYMENT STANDARDS:**

Any combination of education and experience equivalent to the following:

A Master's degree in social work or a related field and two years of successful professional experience.